

BABY SHOWER

Caters for 20 guests.

- *Grazing Table (colour themed if you wish)*
- *Cakeage or 1 House Guinness Cake*
- *Use of in-house bluetooth speakers.*
- *3 hours hire*

If your event is taking place after 7pm there may be extra costs & house Supervision will be required.

Additional Hire: £85/hour

2025

Monday-Thursday

£550

Friday-Sunday

£600

2025

Monday-Thursday

£600

Friday-Sunday

£650

Additional Guests: £18pp

KIDS PARTIES

Caters for 30 children

Both options include an Unlimited Cordial Station, 2 hours hire & 1 hour for setting up.

Additional hours: £85
Waste Disposal: £50

A cinema screening is optional however entertainment must be arranged for the event to go ahead.

Option 1:

- Pizzas (2 slices each)
- Chips
- Popcorn/Crisps
- Pic N Mix
- Cakeage

£406

Additional children: £11

Option 2:

- Pizzas (2 slices each)
- Chips
- Vegetable Crudités & Hummus
- Popcorn/Crisps
- Pic N Mix
- Cakeage

£466

Additional children: £14

SCHOOL LEAVERS PARTY

Caters for 80 Students

- Exclusive use of the Grand Hall for 4 hours.
- Private Bar
- Welcome punch / fizz (non-alcoholic)
- *Pizza* & Chips Supper*
- *Use of in-house bluetooth sound system*
- *FREE 2hr for set up the day of your event.*

**includes 4 slices pp. Priced for Margarita Pizzas, additional toppings are subject to an additional charge. Please enquire about catering for parents/guardians.*

2025

Monday-Thursday

£1510

Friday-Sunday

£1585

2026

Monday-Thursday

£1585

Friday-Sunday

£1660

Additional Guests: £12pp

SCHOOL LEAVERS PARTY

Caters for 30 students.

- Exclusive use of the Grand Hall for 4 hours.
- Private Bar
- Welcome punch / fizz (non-alcoholic)
- *Pizza* & Chips Supper*
- *Use of in-house bluetooth sound system*
- *FREE 2hr for set up the day of your event.*

**includes 4 slices pp. Priced for Margarita Pizzas, additional toppings are subject to an additional charge. Please enquire about catering for parents/guardians.*

2025

Monday-Thursday

£550

Friday-Sunday

£625

2026

Monday-Thursday

£625

Friday-Sunday

£700

Additional Guests: £12pp

ADDITIONAL COSTS

If there is anything else you wish to add to your party package, please let us know.

CAKEAGE

£1pp

WASTE DISPOSAL

From £50

OPEN BAR

Please enquire

DECORATIVE LANTERNS

£100

HOT DRINK STATION

£4pp

Includes tea, instant coffee & biscuits.

CORKAGE

£10p/bottle incl. 5 glasses.

Additional Glasses: £2 each

PROJECTOR HIRE

£15/hire period

Q&A

What is the deposit?

The deposit is to confirm & secure your booking. This will be refunded within 3-5 days after your event if no T&Cs are breached.

Do you provide an easel for the tableplan?

Yes, we have an easel you can use.

How many guests do we have to cater for?

You should cater for all evening to avoid food running out.

What time is last orders?

10:50pm. Unless a late licence is applied for (+£50) where it is 11:50pm.

Are we allowed to bring our own alcohol?

We do not allow guests to bring their own alcohol. Unless corkage is organised.

What size are the tables?

Guest tables seat up to 8 guests.

Is there a chair lift?

Unfortunately, no.

Can we bring our own food?

You may cater for your event for no extra cost, however, all associated waste must be taken away with you.

NEXT STEPS..

- Once you have selected your desired date, we will temporarily reserve your booking for up to 14 days. After this period, we will ask for a deposit. This will either be 50% of your booking value or £750 if your event is valued at more than £1500. The deposit is used to confirm and secure your event. The deposit also serves as coverage for any potential breakages, damages, or additional expenses, and it will be fully refunded to you within 5 working days after your event if no T&Cs are breached.
- Approximately 6-8 weeks before your event, we will be in touch to discuss the final details. Following this a pro-forma invoice will be raised on the final numbers given and we politely ask that this is settled no later than 4 weeks prior to your event.
- Please speak to your event coordinator as soon as possible about any allergies or specific dietary requirements. We cannot guarantee any foods are free from allergens, but we will do our best to accommodate special dietary requirements where required.
- Only food, beverages & alcohol purchased on the premises can be consumed. Unless prior arrangement has been made.
- We ask that 100% of guests attending are catered for, both for the wedding breakfast & evening buffet (if having).
- All prices are correct at the time of printing/sending. Bookings for events to be held in a future calendar year are subject to price increases calculated from the year in which the booking was made.

CATERING OPTIONS

We can't guarantee that our food does not contain traces of nuts, gluten & other allergens.

We are not a nut free venue.

Please inform us if you or any of your guests has a dietary concern.

Self Catering

*You may cater for your event for no extra cost, however, **all associated waste must be taken away with you.***

You will also need to provide plates, cutlery, napkins ect.

Self Catering Package

This includes service table, serving staff if needed, napkins, plates, cutlery, cleaning & waste disposal.

£3pp

Minimum requirement: 20

FINGER BUFFET

£12pp/3 or £18pp/5 options

- BBQ Chicken Wings (gf)
- Prawn, avocado & cucumber bites (gf)
- Chickpea falafel with minted raitha dip (gf/vga+£1pp)
- Potato bites loaded with soured cream & chives (gf,vga)
- Vegetable Crudité Platter (gf/vga)
- Cocktail pork sausages with caramelised red onion relish
- Vegetable (vg) or Lamb Samosa with mango chutney
- Cucumber, cream cheese & smoked salmon appetisers
- Mixed nuts, olives & crisps.
- Olives, hummus & breadsticks.
- Breaded Ham, Parmesan & Pear open sandwiches
- Eggplant, hummus wraps with tomato relish (vg,gf)
- Baked Figs with Goats Cheese (gf,v)

HOT FORK BUFFET

£12pp

- Steak & potato hash (gf)
- Beef chilli / Lentil Chilli (gf/vga)
- Moroccan Tagine, Chicken/Veg (gf/vga)
- BBQ pulled pork on brioche buns
- Hot Dogs with caramelised onions
- Cheese & onion pie (v)
- Steak & Ale Pie
- Chicken & Mushroom Pie
- Thai green curry (gf/vg)
- Spicy Mexican bean soup (gf/vg)
- Tikka Masala, Chicken or Tofu (gf/vga)
- Aubergine & Tahini Curry (gf/vg)

Choose one accompaniment:

- Crusty garlic bread with Italian herbs
- Dinner rolls
- Mushy peas (gf/vga)
- Crispy mixed leaf & veg salad (gf/vg)
- White/Black/Brown Rice (gf/vg)
- Pickled Red Cabbage & Beetroot (gf/vg)
- Minty Buttered New Potatoes (warm) (gf/vga)
- Crunchy coleslaw (gf)
- Spicy rustic potato wedges (gf/vga)

Extra accompaniment +£3pp

OTHER FOOD OPTIONS

12inch pizzas from £10/pizza

(Margarita (v), Hawaiian, Pepperoni, Greek (v), Verde (vg))

Each pizza takes around 6 minutes to cook. Maximum order 20.

Homemade Soup & dinner roll - £6pp

Grazing Tables - from £17.50pp

Afternoon Tea - from £30pp

DESSERTS

Cheeses (3) crackers & fresh fruit - £8pp

Chocolate Guinness Cake - £65/12-24 slices

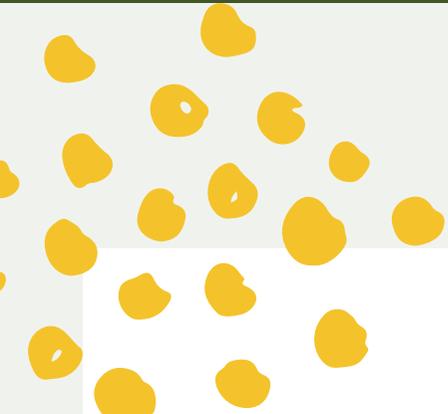
Lemon Drizzle Loaf (gf) - £40/8-16 slices

Cherry Bakewell - £28/12-24 pieces

Lotus Biscoff Loaf (vg) - £45/8-16 slices

Chocolate Orange Loaf - £45/ 8-16 slices

Ginger Loaf - £35/ 8-16 slices



T&C'S

*Please read carefully.
Once a deposit is made, this
acts as an electronic signature
confirming you accept & agree
with our Terms & Conditions.*

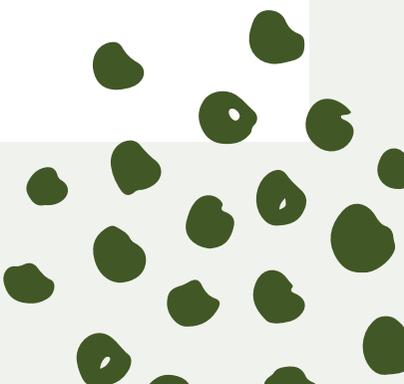
DEFINITIONS

"The Hirer" means the person signing the contract for hire. Where an organisation is named in the contract that organisation shall also be considered the hirer and shall be jointly liable with the person who signed the contract.

"The Premises" means the building or part of the building booked and referred to in the contract including Elizabeth Street, the cobbled area directly outside.

"The period of hire" means the date(s) and time(s) for hire referred to in the booking form and other correspondence.

"The Manager" means The Drop Off Manager or any person or persons nominated. The Drop Off is the trading name for The Provident Club Ltd.



1. Hire charges are reviewed quarterly & consequently a hire charges will be subject to alteration if final payment has not been made prior changes.
2. Periods of hire MUST include any requirements by Hirers for setup & vacating the premises. Occupation more than the agreed hire period will be subject to additional charges for each hour or part hereof.
3. Times of Public Entertainment & Bar opening & closing times are restricted to Licenses held.
4. All extensions to Permitted Hours & Occasional Licenses will be charged at the rate applicable at time of issue.
5. No outside catering allowed unless arranged prior to your event.
6. Strictly no sweets or snacks shall be added to any table decorations unless discussed.
7. All events occurring after 7pm must employ Front of House Supervision which will be charged at the applicable rate at the time of the function.
8. It is expected that the hirer will be present throughout the function.
9. The Hirer shall always maintain good order during the function. Should the Hirer or their guest cause any damage to the exterior or interior fixtures & fittings of the building, they will be liable, & a charge will be levied to cover the cost of repairs.
10. A deposit of 50% of your booking value, or £750 if your event is valued at more than £1500, is required for all functions. This covers any breakages, damages, extra cleaning costs, breaches of any T&Cs.
11. The Hirer will be charged a fee for the clean up of bodily fluids including but not limited to Vomit & Urine.

12. Full payment must be made 14 days prior to the event.

13. Cancellation Charges – if you cancel your event, you will be subject to the following charges: –

- 12 Weeks prior to event; Security Deposit.
- 6 to 12 weeks prior; 25% of booking value
- 4 to 6 weeks prior; 50 % of booking value
- 2 to 4 weeks prior; 75% of booking value
- Less than 2 weeks prior; 100% of booking value

14. Final numbers must be confirmed 14 days prior to the event.

15. The furniture and props within the Governors Hall & bunkhouses may carry additional hire charges.

16. An extra charge may be applicable for events manager/coordinator fees for all events.

17. Staff overtime charges may be applicable if you run over your hire period.

18. There is an additional charge for use of the PA system.

19. Chairs & tables must not be moved without prior authorisation. Additional charges may apply.

20. For BYO packages we offer 1 free quote, for any additional amendments charges may apply.

21. We ask all hirers to be considerate of our neighbours, especially when leaving at night.

Complaints by our neighbours of rowdiness may lead to your security deposit being forfeited.

22. The Hirer must not sublet or assign the accommodation/room leased to them without the consent of the Manager.

23. The Manager or other employees of The Drop Off can refuse the right of entry at any time during the hire period.

24. Strictly no nail or fastening of any kind shall be driven, attached by whatever means into any wall, floor or partition, pillar, other furniture, or fitting. Nor shall any other damage be done to the property, nor shall any advertising bill or placard be erect or displayed inside or outside the accommodation without the prior permission of the Manager of the premises.

25. All table decorations must be cleared away at the end of the rental period, along with any related event waste, and disposed of by the Hirer. Waste disposal charges will be applicable if not adhered to.

26. No party poppers, confetti, glitter, or any micro plastic material shall be used within the building. Extra cleaning charges will be applicable if not adhered to.

27. Nothing shall be done in preparation for, or during a letting of the accommodation which the Manager considers dangerous or may cause fire, in particular; -

i) No additional light of any kind in addition to the ordinary lights provided by the venue.

ii) No naked flames.

28. The duration of the hired spaces should encompass access for entertainers and organisers to set up tables, decorate rooms, prepare food, and carry out any other necessary tasks. These activities may only occur outside the hired hours with the Manager's approval.

29. The Hirer will be responsible for the conduct & behaviour of all people attending their event.

30. The Hirer, agents, contractors, guests & others allowed on the premises by reason of its hire shall leave the premises by the agreed period. Should the premises not be vacated by the time shown in the agreement the hirer will be liable to an additional charge for each 1/4 hour thereof until the premises have been cleared. This includes Elizabeth Street (the cobbled area outside).

31. *STRICTLY No alcohol, drugs or food may be consumed in any hired premises except that provided by The Provident Society (unless otherwise agreed).*
32. *STRICTLY No vaping or smoking permitted in any part of the premises or directly outside the entrance door.*
33. *The entrance doors to the premises shall be open at the time requested by the Hirer.*
34. *All events involving music performances which attract an entrance fee will be liable to an additional PRS charge over & above the hall hire rate.*
35. *The Drop Off building is in a noise sensitive location, all entertainment shall abide by the rules of the Premises. The in-house compressor system must be always used and the management have the right to cease entertainment which they deem to be in breach of the Premises ethos. Entertainment MUST cease at 11pm unless a licence extension has been approved. The Hirer undertakes to abide by the conditions of the Authority's Public Entertainment License, details of which are available from the Venue Manager upon request.*
36. *The Hirer will be entirely accountable and responsible for any loss, damage, or injury that occurs while individuals permitted on the premises due to their hire are present. The Hirer shall indemnify The Drop Off against all claims for loss, damage, or injury sustained by any person present in the building or suffered by the property during the Hirer's occupation, except in cases where such loss, damage, or injury resulted from the negligence of The Drop Off or its employees.*

37. The hirer must promptly inform the Manager of any damage and provide written confirmation within 24 hours of its discovery. The Manager will assess the cost of such damage, and their decision will be final. The Drop Off will hold the hirer responsible for any damage caused or allowed by the hirer, their assistants, agents, contractors, or any other person visiting the premises due to their hire.

38. The hirer shall not bring or permit to be brought onto the premises any weapons, explosives, flammable material Fireworks or other pyrotechnics.

39. The Drop Off shall not be responsible for any property of the Hirer in the accommodation let, which is damaged, destroyed or lost through fire, accident, theft or through any other cause whatsoever.

40. Unless prior arrangements have been made, only assistance dogs are allowed on the premises. No other animals are permitted.

41. The Drop Off reserves the right to cancel the hiring at any time without providing a reason. In such a case, The Drop Off will refund all monies paid by the hirer. Any outstanding payments for the remaining period of the hire will no longer be required, except if the cancellation results from an act or default on the part of the hirer. However, The Drop Off shall not be held liable to compensate the hirer for such cancellation.

The Drop Off is the trading name for The Provident Club Ltd.

WE LOOK FORWARD TO

THE DROP OFF

HOSTING YOUR EVENT!

